Minutes
NV IT Operations Committee (NITOC)

DATE	August 12, 2004
TIME	1:30 PM
LOCATION	Kinkead Conference Room, Carson City
RECORDER	Maggie Thorne

ATTENDANCE

Chair Name	Present	Co-Chair Name	Present
Terry Savage, Chair	✓	Kathy Ryan, Co-Chair	✓
Mike Hillerby, Chair, Strategic Plan		Perry Comeaux, Co-Chair, Strategic Plan	
Roberta Roth, Chair, ITPOC	✓	Kathy Ryan, Co-Chair, ITPOC	✓
Janice Rhode, Chair, IT Workforce	✓	Kathy Comba, Co-Chair, IT Workforce	
Dave McTeer, Chair Enterprise Architecture		Terry Savage, Co-Chair, Enterprise Architecture	✓
Teri J. Mark, Chair, NERC	✓	Linda Morrison, Co-Chair NERC	
Alan Rogers, Chair, Integration		Vacant, Co-Chair, Integration	
Randy Potts, Chair, Security	✓	Jerry Beauchamp, Co-Chair, Security	

Other attendees

Name	Name
Roger Sliva, DoIT	Alisanne Maffei, DoIT

CALL TO ORDER
Terry Savage called the meeting to order at 1:30 pm.

REVIEW OF MINUTES AND AGENDA CHANGES
A MOTION WAS MADE BY RANDY POTTS AND SECONDED BY ROBERTA ROTH TO APPROVED THE MINUTES AS WRITTEN. MOTION CARRED.

CHAIRMAN REPORT
- Terry reported that the IT Optimization Study results were presented to the ITSPC on August 11. The Study will be published sometime in mid September. He briefly shared some of the recommendations with the members.
- Terry also discussed the proposed process for ITSPC to review policies. Effective immediately all policies approved by NITOC, will be presented to ITSPC. If ITSPC has not objections, it will be signed by Terry and go into effect. If there are problems/concerns with the policy then NITOC will do a second review for consideration. Once a policy is approved by NITOC, Maggie will forward it to Alisanne Maffei to distribute to the ITSPC. Alisanne will then report back to Maggie the decisions of ITSPC. NITOC members agreed that NERC policies would also be presented to ITSPC for review.

DECISIONS[1]

Item No.	Decision
1.	**A MOTION WAS MADE BY RANDY POTTS AND SECONDED BY JANICE RHODE TO APPROVE THE REVISION POLICY 9.02 ITPOC Project Oversight AS PRESENTED. MOTION CARRIED**.
2.	**A MOTION WAS MADE BY RANDY POTTS AND SECONDED BY ROBERTA ROTH TO APPROVE THE NEW STANDARD 4.34 SYSTEM PATCH AND UPGRADE MANAGEMENT AS PRESENTED. MOTION CARRIED.**
3.	The members reviewed an update of the NITOC Web page that Maggie Thorne designed. The new page will be posted to the Web. Members were asked to review their Committee's blurb and report any changes to Maggie as soon as possible.

COMMITTEE REPORTS

1.	**IT Project Oversight** – Roberta Roth reported that the Committee is busy overseeing ½ dozen projects. She reported that the modified business tax project is completed and Taxation will be presenting their plans for the Unified Tax project at their next meeting. The last phase of MMMIS is also complete. B&I will be starting their licensing project for Real Estate and Education has a few projects on the horizon.	
2	**NERC** – Teri reported that they have received many M14s from the TIRS and will be looking at electronic records. She had hoped to bring an approved policy to the meeting, but had problems printing copies. So she will be submitting an electronic copy to the members.	
3	**IT Work Force**- Janice Rhode reported that the Committee has completed the DBA series and are now working on the CNT and CNS series.	
4.	**Integration –** In the absence of Alan Rogers, no report was given.	
5	**Strategic Planning** – Alisanne Maffei distributed a report of the Committee's activities to NITOC..	
6	**Enterprise Architecture** –Terry reported that the committee had their kick-off meeting and all went well. Roger Sliva added that the Committee will be reviewing several seed initiatives in order to prioritize and then focus on. The committee will also be looking at projects currently in progress that affect the enterprise. He indicated that because the Committee is in its infancy, that they would not be reviewing existing standards or developing new ones at this time, but down the road (6 months) they would be in a better position to do so.	
7.	**Security**- Randy Potts reported that the Committee is involved with several projects. Primarily the Awareness Training (federally funded); PKI and authentication model. Randy mentioned he visited City and County offices in LV and they agree on the initiatives the Security Committee is looking at. Randy also mentioned that 13 Agency ISOs have been formally identified.	

ACTION ITEMS[2]

Item	Opened	Description	Assigned	Due	Closed
9.	7/11/02	Draft inter-committee working relationship policy statement.	Terry Savage	Sometime Soon	

OTHER ISSUES
None

ADJOURNMENT
The meeting was adjourned at 3:10 pm.

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[1] *Decision*: Reaching a conclusion… particularly in response to a course of action.

[2] *Action Item*: A commitment to complete an action or an assignment.